

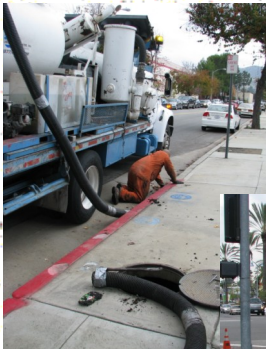
# WHAT'S IN THE WORKS

January 2012



## Storm Water Management

Catch basins throughout the City are in place to prevent flooding whenever a storm event takes place. As storm water is conveyed to catch basins, anything loose (leaves, yard clippings, fertilizer, debris, trash) on private property and the public right-of-way is also conveyed into the catch basins. These catch basins lead directly to receiving waters such as the Burbank Western Channel, LA River and the ocean without any further treatment. In order to limit the amount of loose material entering a catch basin and ultimately a local waterway, City-owned catch basins have



been retrofitted with full capture trash excluder systems. Over time, these retrofitted catch basins are filled with loose material and must be cleaned. Therefore, the City has hired a contractor to clean out all City-owned catch basins, and also inspect the condition of the trash excluder systems, with two cleanout/inspection events scheduled during what is considered the wet-season (October 15-April 15) and one cleanout/inspection event scheduled during the dry-season (April 16-October 14).

## How does one dispose of needles?

It is illegal to dispose of sharps (hypodermic needles, pen needles, intravenous needs, lancets, and other devices that are used to penetrate the skin for the delivery of medications) in the trash. Workers who handle refuse or recycling materials are often exposed to sharps and many people who depend on home injections are faced with limited options for disposal. So what should one do with these items?

The Public Works recycling staff is working together with the California Product Stewardship Council and Providence Saint Joseph Medical Center in sponsoring a January 18<sup>th</sup> workshop on managing sharps. "Exploring Solutions for Sharps" will address sustainable solutions to the challenges of managing sharps using a product stewardship model. The workshop brings together academics, non-governmental organizations, government, retailers, manufacturers, recyclers, and waste management companies to explore the problems and opportunities such as public policy, technology, partnerships and sustainable design. The workshop will be held in the Bob and Delores Hope Conference Rooms A&B, 501 S. Buena Vista Street.



For further details and registration information visit [http://www.calpsc.org/events/2012-01-18\\_sharps.html](http://www.calpsc.org/events/2012-01-18_sharps.html)



City offices will be closed  
January 16th in honor of  
Martin Luther King, Jr. Day



## Project Updates



### Traffic Division Projects to Help Alleviate I-5 Construction Issues

With Caltrans doing a massive project to widen the I-5 through Burbank, many changes - and additional traffic issues - will be coming in the next several years. The City's Traffic Division is working on local projects to try to alleviate many of the potential issues as possible.

Caltrans is currently working on the I-5 freeway north of Buena Vista St. and south of Burbank Blvd. In 2012 they will begin work on the middle section. Once that work is done, a railroad bridge will be constructed over Buena Vista St. at San Fernando Blvd., a brand new interchange will be constructed at Empire Ave., directly connecting Empire Ave. with San Fernando Blvd. (providing direct freeway access), and eventually the Burbank bridge over the I-5 will be demolished and replaced over the newly-widened I-5. This work is expected to be complete in 2016.

In order to ease the disruption as much as possible for Burbank residents, the Traffic Division is expediting a couple of projects to improve flow along local streets. In late 2007, a \$1.5 million grant was received from Metro to improve traffic operations in the area between Glenoaks Blvd., Sonora Ave., Buena Vista St., and Alameda Ave. This project will modernize traffic signals, install detection and cameras, and add fiber communications within the area. Work on this project should begin in early 2012 and construction should take approximately two months.

In November 2011, the City Council approved expediting another Metro grant project to improve signal intersections along Glenoaks Ave. and, later, San Fernando Blvd. This joint project with the City of Glendale will upgrade signal controllers at 65 signalized intersections to modern technology, install detection at 32 locations, and install a travel time measurement system, among other improvements. In lay terms, the project will make traffic move more smoothly for anticipated detour traffic during the I-5 construction. Work on this project should begin in early 2012 and construction should take approximately three months.

While we can't make traffic disappear for you, we are working to try to minimize the impacts as much as possible.



### New Operator at the Recycle Center



Burrtec Waste Industries, Inc. took over the operation of the Burbank Recycle Center on January 7, 2012. During the first few days, they removed 2,000 tons of material for recycling off site and performed a thorough cleaning of the facility. Next, they will take care of equipment repairs/upgrades.

The site remains open to the City's recycle collection vehicles, and to the public for drop off/buy back of recyclables.

## Safety Is Everyone's Responsibility

All employees are responsible for safety in the workplace, including the following items:

- If you see an unsafe condition in the workplace, either correct the condition or bring it to the attention of a supervisor.
- Be sure to conduct and document pre and post trips on the vehicles that you operate. If you find something wrong, bring it to the attention of the Fleet Division.
- If you use the last of an item in the first aid kit, be sure to tell the appropriate person so a replacement may be ordered.
- Report all accidents to your supervisor, even when you think it is a minor incident and don't want to go to the doctor.



# Public Works by the Numbers

## Engineering & Construction

The Engineering and Construction Division includes the Street Design and Construction section and the Permits section. The Street Design and Construction section is responsible for planning, designing, constructing, and monitoring the City’s street, alley, and sidewalk infrastructure improvements; overseeing all work in the public right-of-way for public safety and adherence to City standards.

The Permits section of the Engineering and Construction Division regulates all work performed in the public right-of-way. The table below summarizes the activities of the Permits section during the past three months. These data are an indication of private-sector construction activity in the City.

TYPE OF PERMIT	October	November	December
Gas Company *	14	4	36
AT&T *	3	4	2
BWP - Water Division *	15	12	21
BWP - Electrical Division *	10	8	8
Charter Communications *	0	0	1
Excavation *	12	8	19
Excavation w/Plans *	6	4	6
Sewer *	8	5	15
Haul Route *	0	0	1
Building Plan Check	2	3	3
Building/Construction *	17	9	17
Demolition *	1	1	0
Pool *	1	5	0
Street Use *	53	73	42
Transportation *	4	7	4
Water Discharge *	14	10	8
Address Assignment *	20	15	11
Banner *	2	2	1
Encroachment *	2	4	1
Temporary Encroachment *	0	2	1
Conditional Use (CUP) **	0	1	1
Development Review (DR) **	3	1	2
Second Dwelling Unit (SDU) **	0	1	0
Lot Line Adjustment (LLA) **	0	0	0
Plan Development (PD) **	0	0	0
Tentative Parcel Map (TPM) **	0	0	0
Tentative Tract Map (TTM) **	0	0	0
Variance (VAR) **	2	2	2
Zone Map/Text (ZMA/ZTA) **	0	1	0
Monthly Totals	189	182	202
% Change compared to 2010	43%	2%	24%

OTHER PERMIT SECTION ACTIVITIES	October	November	December
Research/Maps provided to public	18	15	11
News Rack Impoundment	0	4	0
News Rack Verification	5	10	4
News Rack Citations	5	10	0
Open House Applications	17	6	5
Open House Permits *	61	27	17
Monthly Totals	106	72	37

\* Permits Issued

\*\* Applications Received in Public Works

## Traffic

The Traffic Division includes the Traffic Engineering and Design section, Signs and Painting section, and Signal Maintenance section . Traffic Engineering and Design oversees traffic control designs, plan checking/permitting, parking programs, and neighborhood protection plans. The Signs and Painting section oversees installation/maintenance of traffic signs, traffic control painting, pedestrian crosswalks, and bikeways. The Signal Maintenance section oversees the various Intelligent Transportation System (ITS) devices that include the maintenance/installation of dynamic message signs, trailblazer signs, traffic cameras, and system-wide traffic detection. The Traffic Management Center serves as the centralized command center for the City’s 188 signalized intersections.

The table below summarizes some of the activities of the Traffic Division during the past three months.

	October	November	December
<b>Parking</b>			
Number of monthly permits issued	441	438	452
Monthly parking permit revenue	\$22,050	\$21,900	\$22,600
Residential permits issued	136	107	116
Number of LNCV parking permits issued	96	165	179
LNCV parking permit revenue	\$280	\$265	\$315
<b>Signs &amp; Painting</b>			
Number of linear feet of curb painted/repainted	4,873	8,085	19,188
Number of linear feet of pavement markings painted/repainted	10,851	8,614	682
Number of word legends & symbol legends painted/repainted	434	306	20
Number of "Stop" signs replaced on schedule	8	8	11
Number of miscellaneous signs repaired/replaced	393	322	224
Number of traffic count studies conducted	0	4	4
<b>Traffic Signals</b>			
Number of traffic signals receiving preventative maintenance	48	66	71
Number of traffic signal malfunctions repaired	86	98	55
Number of traffic signal malfunctions repaired within 2 hours	83	98	53
Number of Underground Service Alert markings completed	99	69	56

## Water Reclamation & Sewer

The Water Reclamation and Sewer Division includes the Engineering and Design section, Industrial Waste Permitting and Inspection section, Plant Operations and Maintenance section, and Sewer Maintenance section. Its functions include issuing sewer permits; establishing sewer fees; preparing reports and studies relating to the City’s Sewer Master Plan and infrastructure needs; coordinating administrative activities with the City of Los Angeles, state, and federal regulating agencies, and maintaining 284 miles of sewers and storm drains.

The table below summarizes some of the activities of the Water Reclamation and Sewer Division over a three month period.

	September	October	November
Number of SLURP rebates issued (\$'s)	3(\$1150)*	7(\$1050)**	7 (\$1,400)***
Miles of sewer cleaned	28.52	13.26	31.78
Miles of sewer inspected via CCTV	8	4	5.75
Number of routine inspections of Significant Industrial Users	0	8	0
Number of illicit discharges inspected	17	22	23
Number of sewer overflow notifications	0	1	1
Number of sewer overflow notifications responded to in less than 25 minutes	0	1	1
Monthly average of flow treated at the Reclamation Plant (in million gallons per day (MGD))	8.31	8.29	8.17
Monthly average of recycled water delivered to BWP (in million gallons per day (MGD))	2.48	1.76	1.47
Monthly average of treated water discharged to the channel (in million gallons per day (MGD))	6.26	6.84	7.03
Amount of sludge sent to Los Angeles (in million gallons per day (MGD))	0.11	0.14	0.13

\*2@\$500, 1@\$150

\*\*7@\$150

\*\*\* 6 @ \$150, 1 @ \$500

## Fleet & Building Maintenance

The Fleet and Building Maintenance Division maintains and repairs all City equipment and buildings with the exception of Fire equipment and BWP equipment/facilities. The Fleet Services section repairs a diverse range of conventional and alternate fueled vehicles and equipment, including the City's demonstration hydrogen fuel station. The Building Maintenance section consists of Facilities Maintenance and Custodial Services, handling the maintenance and repairs of all non-BWP City facilities. Facilities Maintenance includes construction, maintenance, carpentry, and painting of 775,000 sq. ft located within 80 buildings. Custodial Services cleans 532,000 sq. ft of occupied space in 28 buildings.

The table below summarizes some of the activities of the Fleet and Building Maintenance Division during the past three months.

	October	November	December
<b>Fleet</b>			
Total number of vehicles serviced	1234	1195	1200
Preventative maintenance inspections	154	183	143
General Repairs	1053	983	1029
Road calls	19	24	18
Warranty/Recalls	8	5	10
<b>Building Maintenance</b>			
Number of work orders processed	268	196	265

## Street & Sanitation

The Street and Sanitation Division includes the Road and Parkway Maintenance (including graffiti removal), Weed Abatement, Street Sweeping, Flood Control, Refuse Collection, Refuse Disposal, and Recycling sections.

The table below summarizes some of the activities of the Street and Sanitation Division during the past three months.

	October	November	December
<b>Graffiti</b>			
Number of incidents reported	177	250	265
Incidents removed in 1 day	173	237	237
Incidents removed in 2 days	4	13	13
Incidents removed in 3 days	0	0	14
<b>Bulky Items</b>			
Number of bulky item pickups	1422	1319	1482
<b>Potholes</b>			
Number of notifications received	21	24	11
Number repaired within 6 days of notification	18	21	10
<b>Sidewalks</b>			
Number of notifications received	5	6	3
Number repaired within 6 days of notification	4	5	3
<b>Litter &amp; Weed Abatement</b>			
Number of litter or weed complaints	14	9	18
Number of complaints responded to within 3 days	14	9	18
<b>Solid Waste/Recycling</b>			
Number of service orders processed	995	1006	1524
Number of service orders processed within 5 days	992	1003	1523
Solid waste tonnage disposed of at Burbank Landfill	2754	2865	3094
Green waste tonnage diverted from Burbank Landfill	1421	1517	1956
Electronics collected (tons)	11	19	13
Used oil collected (gallons)	815	970	310
Oil drain pans distributed	10	8	9
Composters distributed	13	11	6
Recycling events conducted	6	6	4

All references to number of days are working days only.



## Administration

The Administration Division provides administrative, financial, legislative, and employee relations support for the department.

The following table provides a summary of the call volume received by administrative staff in Public Works Field Services during the past three months.

	October	November	December
Bulky*	523	628	600
Sewer	47	38	44
Solid Waste	1825	1772	2410
Street	218	170	223
BWP	438	310	365
Home Rewards Rebate	60	46	43
Misc	1060	1028	1179
Total number of calls	4171	3992	4864

\*Does not include calls to the Bulky Item Hotline.



Public Works Department Mission Statement  
*The Public Works Department plans, designs, builds, operates and maintains the City's public works systems in a financially and environmentally responsible manner, while responding to the community's changing needs.*